



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 3-28-73	2. Agency Application No. DHR-MH-15	3. Date Received MAY 1 1973	4. Application No. 73-315	5. Date Completed MAY 2 1973
3. A. P. V. Director, Publications & Administrative Office Address Department of Human Resources Room 516-H 47 Trinity Avenue Atlanta, Georgia 30334		4. Person to Contact Mr. Douglas M. Haire		
5. Working Title R M O IV		6. File No. 656-4976		

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED

8. Earliest & Latest Dates of Series	9. Exact Series Title X-Ray Film File (Common Standard)
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10. What is the function of the office in which this record series is created?

To provide for the physical examination, interpretation, diagnosis, and treatment of State Employees and clients or patients referred to State Medical Facilities under the various programs administered by the Department of Human Resources.

This is an agency common standard.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents (X-ray film) relating to the examination and diagnosis of patients at hospitals, clinics, and facilities of the State of Georgia. Included exposed X-ray film. File may be arranged alphabetically by patient name or numerically by patient number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT ACQUIRED	No. of Drawers	Co. Pl. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Co. Pl. of Records
Letter-size File Drawers					
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	Preceding Year's	All Prior Years

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

- | | YES | NO |
|---|---|---|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [] |
| 14. Is there a duplication of this series in another office or agency?
Results of X-ray may be found in medical record | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 16. Does the series contain classified information requiring security handling?
part of medical record | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [] |

24. REQUIREMENTS. The following requires the files to be kept 7 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Based upon medical advice stating that X-rays lose their interpretative value after the period stated.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER _____, then:

Hold in CFA or Local Holding Area 7 years, then destroy except that earlier disposal is authorized for exposed X-rays which are negative and will not support a diagnosis.

(Indicate briefly rationale for recommendations above/or write additional remarks):
used for storage of film.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Douglas M. Haie</i>	3-30-73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Douglas M. Haie</i>	4-18-73
	State Auditor/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>W. L. ...</i>	5-2-73
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Haie</i>	4-30-73
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert ...</i>	5-2-73

STATE RECORDS
COMMITTEE